

Planning & Regulatory

Activity Management Plan 2006

Stratford District Council

Appendix K of LTCCP

Planning and Regulatory Activity Management Plan

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1. Introduction

1.1 Rationale for Delivery of Activities

The Planning and Regulatory Department activities are all either required by statute or by bylaws promulgated by the Council in response to a public expectation. The activities broadly cover resource management policy planning and implementation and the regulation and enforcement of various statutes and bylaws.

The specific activities are:

- Development, review and monitoring of the Stratford District Plan
- Land Use and Subdivision Resource Consents
- Building Control
- Environmental Health (including Hazardous Substances)
- Liquor Licensing
- Dog Control
- Bylaws (General, Parking)
- Emergency Management
- Rural Fire Control

1.2 Legislation

The lead enactment under which each of these activities is required is:

- Resource Management Act 1991
- Building Act 2004
- Health Act 1956
- Hazardous Substances and New Organisms Act 1996
- Sale of Liquor Act 1989
- Dog Control Act 1996
- Local Government Act 2002
- Land Transport Act 1993
- Civil Defence Emergency Management Act 2002
- Forest and Rural Fires Act 1977

Under each of these enactments is a range of regulations which specify different aspects of the activities carried out.

Other enactments which directly affect the department activities include:

- Property Law Act 1952
- Fencing of Swimming Pools Act 1977
- Food Act 1981
- Gambling Act 2003
- Prostitution Reform Act 2003
- Local Government Act 1974
- Impounding Act 1955
- Animal Welfare Act 1999
- Fencing Act 1978
- Litter Act 1979

Council promulgated bylaws under which regulatory activity is required are Chapters 1 through to 23 of the Stratford District Council General Bylaws 1993.

1.3 Planning Documents

The following planning documents affect or circumscribe the departmental activities, noting that the various plans are required by statute:

- Stratford District Plan
- Taranaki Regional Policy Statement
- Taranaki Civil Defence Emergency Management Plan
- Stratford District Rural Fire Plan
- Stratford District Long Term Council Community Plan

1.4 Policy Documents

There is a range of Council policies which cover the department activities. The most significant of these are:

- Resource Management Infringement Notices
- Building Consent Exemptions
- Code Compliance Certificates
- Dog Control
- Food Hygiene
- Gambling Venues
- Liquor Licensing
- Parking Enforcement
- Abandoned Vehicles

1.5 LTCCP Community Outcomes

Environmental management is carried out in order to provide a clean, healthy and safe environment for the residents of the district.

The functions are undertaken so as to recognise:

- the importance of the district's environment being protected in a way which encourages activity whilst avoiding, remedying or mitigating any negative effects; and
- that the planning and regulatory functions of Council must work to enhance the district's appearance so that it remains a vibrant and attractive place to be.

The specific identified community outcomes to which the department activities contribute are:

- Clean air, water and land
- A diverse natural environment that is accessible to all
- Sustainable development
- A built environment that is attractive, safe and healthy
- A district with a clear identity where people experience a sense of belonging and pride

It is unlikely that any future growth in the district population will impact Council's ability to provide planning and regulatory services in that the current resources will be sufficient to meet the demands created by such growth. It is noted that the predominant pressure on resources is through changes in legislation which are unable to be predicted with any level of certainty at this stage.

1.6 Significant Negative Effects

There are no significant negative effects resulting from the Planning and Regulatory activities.

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1.7 Capital Expenditure

The only capital expenditure is in the dog control, bylaws and rural fire activities.

Dog Control

The only capital expenditure related to the dog control function has been the building of the dog pound at Swansea Road, Stratford. This was completed in 2002 at a total cost of \$27,400 and an additional cost of \$8,971 for the security system. The building is depreciated over 30 years.

Bylaws

Although this function requires the maintenance of the two pound paddocks, one at Kohuratahi and the other at Victoria Road, Stratford, there is minimal liability for capital expenditure on either facility. Funding for fencing and repairs is from the operational budget.

Rural Fire

The rural fire equipment was relocated to a storage facility adjacent to the dog pound in 2005 at a total cost of \$10,288.

In addition there is a requirement for equipment totalling \$8,500 to provide protective clothing and communication equipment.

1.8 Performance Measures

Refer to the chapter Levels Of Service/Performance Measures under Volume One of the Long Term Council Community Plan (LTCCP).

2. Detailed Activities

2.1 Stratford District Plan

The Stratford District Plan became operative in December 1997 and is required to be reviewed at no less than 10 yearly intervals. To date 13 Plan Changes have been undertaken as a result of issues identified during the implementation of the District Plan.

The monitoring function is the implementation of Council's environmental monitoring framework under Section 35 of the Resource Management Act 1991. This framework sets a number of measuring indicators against the anticipated environmental outcomes of the Stratford District Plan. Council is able to collect information in respect of those indicators and can then build a picture as to how it is achieving the sustainable management of the district's natural and physical resources.

The information collected under the monitoring framework is directed into the review of the District Plan.

2.2 Land Use and Subdivision Resource Consents

The Stratford District Council processes approximately 80 resource consents in respect of proposals for land use and subdivision under the Resource Management Act 1991.

The monitoring of consents and how they contribute to the outcomes of the Stratford District Plan are included in the Stratford District Plan Monitoring Framework. The District Plan performance measure therefore includes a measure of the effectiveness of the land use and subdivision consents issued.

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There are statutory time limits for the processing of resource consents. These ensure efficiency of the consenting processes. By improving on the statutory limits, Council can ensure that it is providing a quality service given the meeting of the effectiveness performance measure.

2.3 Building Control

Under the Building Act 2004, this activity involves:

- The processing of building consents applications.
- The inspection of building work.
- Issuing of Code Compliance Certificates.
- The issuing of compliance schedules.
- The inspection of swimming pool fencing.
- Building Warrant of Fitness Audits.
- Independent Qualified Persons Audits.

Council processes over 400 Building Consents annually and these require over 1,100 inspections. There are statutory timeframes for the processing of these consents which ensure the efficiency of delivery of the activity.

Effectiveness is determined by ensuring that all consented work is followed throughout the process ending with the decision on a Code Compliance Certificate.

2.4 Environmental Health

The activity involves the promotion of public health through the monitoring of:

- The range of types of premises registered under the Health Act 1957 eg. food premises, hairdressers, campgrounds etc.
- Community water, waste water, stormwater and sanitary services.
- Health nuisance complaints.
- Any further activities which may impact on public health.

Council registers approximately 70 premises under the Health Act 1957, with the majority of these being owner/operator food businesses. All premises are inspected at least annually and a grading system is used concerning the sale of food. This grading system has food worker training as a major component.

Although the Stratford District has a low number of health nuisance complaints each year, typically less than 10 annually (excluding noise), it is important that these are responded to promptly. Almost all noise complaints are after hours and the monitoring of the responses to these is through a contractual obligation for the service provider.

2.5 Liquor Licensing

The activity seeks to reduce alcohol abuse through each of the duties of the District Licensing Agency as required by the Sale of Liquor Act 1989, including:

- Monitoring and inspection of all premises required to be licensed.
- Reporting on all Licence and Manager's Certificate applications.
- Granting of all Licences, Manager's Certificates and renewals where no objections have been received.
- Co-ordination of Host Responsibility and Manager's Certificate training courses in the district.

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There are approximately 40 licensed premises within the Stratford District and the Agency processes over 100 applications under the Sale of Liquor act 1989 annually.

Statutory timeframes for the processing of applications ensure that the licensing processes are efficient. The effectiveness of the Stratford District Licensing Agency's activities is assessed through the monitoring of licensed premises.

2.6 Dog Control

The activity involves the promotion of responsible dog ownership through both public education about and the enforcement of:

- The Dog Control Act 1996; and
- The Stratford District Dog Control Bylaw.

Council registers over 2,300 dogs annually within the district and responds to approximately 400 complaints concerning dogs each year.

Timeframes for responses to complaints ensure that there is efficiency in the delivery of the service. The effectiveness mainly through ensuring that dogs are registered, although it is important that Council maintains an educational as well as enforcement response in carrying out its dog control function.

2.7 Bylaws

This activity involves both monitoring and a response to complaints in respect of Council's bylaws relating to public areas. The issues which are addressed most commonly include:

- Wandering stock.
- Overhanging hedges and vegetation.
- Abandoned vehicles.
- Inappropriate use of berms.
- Parking control.

Council receives approximately 300 complaints concerning infringements of the various bylaws each year. In addition approximately 200 to 300 parking infringement notices are issued each year, with almost all being in respect of time limits.

Complaints about wandering stock usually involve a potential traffic hazard and must be responded to urgently. Other bylaw complaints generally do not have the same degree of urgency, but timeframes for response times ensure both the efficiency and effectiveness of enforcement activities.

2.8 Emergency Management

This activity involves:

- Hazard identification and monitoring.
- Preparation of response plans and procedures.
- Maintaining appropriate response and recovery capability.
- Co-ordination with other civil defence response organisations.

The Stratford District Council maintains a contractual arrangement with the Taranaki Regional Council to perform its duties concerning civil defence emergency management with the district council being a service provider in respect of required functions. This arrangement ensures consistency across the region in providing appropriate and effective emergency management.

Monitoring of this function is through the contractual arrangement and via participation in the Civil Defence Emergency Management Group and the Co-ordinating Executive Group.

2.9 Rural Fire Control

This activity involves:

- Hazard identification and monitoring.
- Preparation of response plans and procedures.
- Maintaining appropriate response and recovery capability.
- Co-ordination with other rural fire response organisations.

The Stratford District Council maintains a Rural Fire Plan in accordance with the Forest and Rural Fires Act 1977 which outlines its service delivery and responsibilities. The development, maintenance and implementation of the plan ensure that the rural fire response is effective.

The Council's assessed fire risk is generally low with only limited parts of the district being routinely subject to restrictions. Less than one dozen fire permits are typically required each fire season. Timeframes on the issuing of permits ensures that the service is efficient and that permits are more likely to be applied for.

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